NIH PROPERTY MANAGEMENT INFORMATION SYSTEM
Request to Establish Or Change Property Custodial Account Data

1. CUSTODIAL CHANGE INFORMATION *(PRINT OR TYPE)*

TYPE OF TRANSACTION			DATE OF REQUEST	INSTITUTE OR CENTER	CUSTODIAL ACCOUNT	CAN NUMBER	
ADD	CHANGE	DELETE				OLD *(IF APPLICABLE)*	NEW

2. CUSTODIANS

	ADB USER ID		LAST NAME	FIRST NAME	PHONE	BLDG	ROOM	IMSGATE *(Y/N)*	ACCOUNT & INITIALS	PRINTER ID
OLD *(IF APPLICABLE)*		DELETE OLD?								
NEW										

3. BACKUP

	ADB USER ID		LAST NAME	FIRST NAME	PHONE	BLDG	ROOM			
OLD *(IF APPLICABLE)*		DELETE OLD?								
NEW										

4. APPROVALS

SIGNATURE	DATE	PHONE	
			IC SUPERVISOR/MANAGER – REQUEST CHANGE
			IC PROPERTY ACCOUNTABILITY OFFICER – RECOMMEND APPROVAL
			IC EXECUTIVE OFFICER - APPROVE

NOTE: Property Custodial Officers who have not completed required training (see PPMG) are considered temporary. The temporary period may not exceed 1year. If after 1 year the PCO has not received the required training, Property Custodial Officer responsibilities are suspended and revert to the supervisor. No renewals are allowed.

5. ACTION RECORD

ACTION COMPLETED BY SIGNATURE	DATE COMPLETED	PRINTED NAME	
			CIT HELP DESK – ESTABLISH/CHANGE/DELETE CUSTODIAN ACCESS
			DPPS – ESTABLISH/CHANGE/DELETE CUSTODIAL ACCOUNT
			OTHER

COMMENTS: